

Community Services

Parks Maintenance Worker, Part-time (16 hours per week)

Hourly Salary: \$13.92
Open until February 14, 2013

The City

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the agritech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department



The Community Services Department offers a variety of diversified programs, activities and special events that focus on family fun, recreational needs and physical wellness of children, adults and seniors.

Mission: The City of Maricopa Community Services Department is committed to providing services and amenities to enhance the quality of life of its residents.

The Department has three divisions with 16 employees: Library, Parks, and Recreation with a budget of approximately \$2.2M.*

The Position

Under supervision, the part-time Parks Maintenance Worker will perform various park maintenance tasks.

This position will report to the Recreation Coordinator and will be responsible for adhering to maintenance and safety standards that strengthen the community image and sense of place in all City Parks.

The part-time Parks Maintenance Worker will possess a strong orientation towards customer service, a stewardship philosophy toward ecosystem management, and will be committed to professional development.

The Ideal Candidate

The ideal candidate must have:

High School diploma or equivalent. Minimum of one year experience in park and landscape maintenance. Must possess a valid Arizona driver's license. Pesticide Applicators Certificate, within one year of appointment is required. Cardiopulmonary Resuscitation (CPR) certification and First Aid Course certifications are preferred. Knowledge and understanding of current Parks and Recreation principles and trends is preferred.

Knowledge of:

City policies and procedures
Park maintenance policy and procedures
Tools and landscaping equipment used in parks and grounds maintenance
Federal, state and City safety rules and regulations
Occupational hazards and safety precautions

Skills required:

Mathematical

Abilities:

Must be able to use a tape measure
Must be able to perform acreage calculations
Must be able to perform square footage calculations
Must be able to perform water calculations

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS**

Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Filing Information: This recruitment will close at 5:00 p.m. on the deadline date. Candidates must submit a resume. Applications may be downloaded from the City's website. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Application Procedure

Candidates may apply via the City of Maricopa website: www.maricopa-az.gov. You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Three (3) work related references
- Salary history

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's application after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

Please note: City applications are "Public Record."

